

# ST. CHRISTOPHER PARENT-STUDENT HANDBOOK

*The provisions in this handbook are designed to provide parents and students with information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation to the school. This handbook is not part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.*

## SCHOOL POLICIES

### **ABSENCE FROM SCHOOL**

Attendance and participation in class are essential if students are to gain the maximum benefit from their educational program. A child's education is compromised each time parents make the choice to take him/her out of school. Absences because of illness, some medical appointments, funerals for close family members, and significant family milestones are unavoidable. Other absences can be avoided and normally should be. While a parent may make the choice to take a child out of school, he/she should be aware of the ramifications.

It is the responsibility of the student and/or the parents to contact the teacher(s) and utilize Schoolspeak for missed work. Diocesan policy (ARG5132) states: "If a pupil is absent for fifteen or more days during the quarter, report card grades may be withheld unless the work is made up. This decision is left to the discretion of the local administrator."

**Please Note: If a student is absent from school for any reason, the student may not participate in any extracurricular school activity (e.g. athletic activity, service learning, etc.) that may take place after school or in the evening of that day.**

**Excused Absence** includes absence for illness, some medical appointments, funerals for close family members, and significant family milestones. When the absence is anticipated, please send a written note or email to the homeroom teacher.

A. On the day of absence, please telephone the school (723-7223 and follow prompts for reporting absence) in the morning between 7-8:15 to **briefly** report the nature of the illness, **especially communicable diseases**. State your child's grade and section.

B. In addition to the telephone call, **a written note must be delivered to the homeroom teacher on the day the child returns** in order for this absence to be considered an excused absence. If the absence is for five or more days, a doctor's note is required to readmit the child to school. **For medical appointments**, required documentation from the doctor must be submitted at the office upon return.

C. Excused absences, that is absence for illness, medical appointment, funeral, or significant family milestones for which a written excuse has been sent upon the day of return, may be made up with full credit according to these criteria:

*Excused absence of one day:*

1. Missed work will be available on the day of return.
2. Missed tests will be taken on the day of return.
3. Missed work will be due on the 2<sup>nd</sup> day of return.

*Excused absence of two or more days:*

1. Missed work will be available on the 2<sup>nd</sup> day after absence begins.
2. Missed work and tests must be completed within two days of return or by arrangement with the teacher.

D. Absence for Shadowing Program

**Please note: the shadowing program is available to 8<sup>th</sup> grade students only.**

To assist 8th graders in making high school selections, students may take two days for educational visits to Catholic high school campuses. These days are considered excused absences if they have been approved by the teacher and the principal **three days in advance**, using the "Missing School" form. Days in excess of these two days are considered unexcused, and no credit may be earned for these additional days. Students are encouraged to shadow on days that St. Christopher School is not in session.

**Unexcused Absence** includes absence for personal reasons or for medical appointments or illness for which an excuse or doctor's note has not been submitted.

We do not support taking students out of school for any reasons other than illness, funeral of a close family member, significant family milestones, or some medical appointments that cannot be scheduled outside of school time. Parents who choose to take students from school for personal reasons bear the responsibility for seeing that these students receive instruction on their own for concepts missed during the absence. Since the child has missed instruction, his/her make-up work will be lowered by 10%. To receive any credit, the following criteria must be met:

A. A "Missing School" form must be signed by a parent and by each of the teachers and submitted to the principal **no later than three days prior** to the anticipated absence.

B. All make-up tests are due on the day of return.

C. Missing assignments are due within one day of the student's return. Parents may wish to arrange with another student to FAX or e-mail assignments to them while the child is away from school.

D. No advance assignments will be given by the teacher. It is the responsibility of the student and/or the student's family to contact all teachers (in grades K-8) and/or other responsible classmates (in grades 5-8) for missed assignments. Parents and students may also consult the school web site for information regarding homework. The school will bear no responsibility for missed assignments and instruction for an unexcused absence.

E. A student who has five or more unexcused absences in a grading period will have his/her grade lowered one step on the grading scale (i.e., from a B to a B-).

**Off-Campus Appointments**

Make every effort to arrange medical, dental, and all other appointments for after school hours. For those appointments that must be scheduled during school hours, send a note to the homeroom teacher the previous day or on the morning of the appointment, stating the time and reason for the student to be released from class.

Students are to be signed out at the school office by a parent. Please request written verification of the visit to the doctor/dentist and return this to the teacher. When returning your child to school, a parent must accompany the child to the school office and sign in at the school office.

Students are not to leave the school grounds unattended on their bicycles or use public transportation alone during school hours.

**All efforts must be made to avoid any off campus appointments during the last two weeks of each semester and during ITBS standardized testing. This poses a serious problem for teacher and student.**

### **ACCELERATED READING PROGRAM**

The Accelerated Reading Program is a reading enrichment program that builds comprehension, improves vocabulary, strengthens fluency, promotes outside reading, and broadens reading interests. The program is used in grades 2-8.

#### **Grade Level Requirements are as follows:**

##### **2nd**

# of books each month- minimum two books  
# of points each month- not applicable  
Reading level: student choice  
Percent of grade- not applicable  
For failed tests (60% or lower)- no retakes

##### **3rd**

# of books each quarter- minimum two books  
# of points each quarter- not applicable  
Reading level: Chapter books 3.0 and up (or determined by teacher)  
Percent of grade- not applicable  
For failed tests (60% or lower)- students may retake the test 1 time

##### **4th**

# of books each quarter- minimum two books  
# of points each quarter- 12 pts.  
Reading level 3.0 and up  
Percent of grade- 10%  
For failed tests- book report make up assignment (70% of points given maximum)

##### **5th**

# of books each quarter- minimum two books  
# of points each quarter- 15 pts.  
Reading level 3.5 and up  
Percent of grade- 10%  
For failed tests- book report make up assignment (70% of points given maximum)

##### **6th**

# of books each quarter- minimum two books  
# of points each quarter- 18 pts.  
Reading level 4.0 and up  
Percent of grade- 10%  
For failed tests- book report make up assignment (70% of points given maximum)

## **7th**

- # of books each quarter- minimum two books
- # of points each quarter- minimum 12 pts.
- Reading level goal set by teacher (5.0 and up)
- Percent of grade- 10%
- For failed tests- book report make up assignment (70% of points given maximum)

## **8th**

- # of books each quarter- minimum two books
- # of points each quarter- minimum 12 pts.
- Reading level goal set by teacher (5.5 and up)
- Percent of grade- 10%
- For failed tests- book report make up assignment (70% of points given maximum)

## **ADMISSIONS**

Forms for application to school are available at the school office at announced times, usually in mid-December to mid-January. No applications are accepted before that time. St. Christopher School admits students of any race, color, ethnic, or national origin to all the rights, privileges, programs, and activities generally accorded or made available for students of the school. Class size is limited to 35 students in grades 1-8, and 30 in each Kindergarten.

In-parish families are given first preference. In order to be considered "in-parish", families must meet the following criteria:

1. Be registered in St. Christopher parish at least one year prior to applying to school.
2. Be a practicing Catholic family, attending Sunday liturgies with the Parish community.
3. Use the Sunday envelopes on a regular basis, or the automatic debit parish program.
4. Participate in some liturgical, catechetical, school, youth, pastoral care, or outreach activities of the parish.
5. Criteria 2, 3, and 4 above also apply to our current school families who are applying for a sibling.

## **ALTAR SERVERS**

Training for altar servers is optional and begins in the 5<sup>th</sup> grade. The Liturgy Office at the Parish Center coordinates and schedules this service.

## **AMENDMENT TO THE HANDBOOK**

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

## **ANIMALS ON CAMPUS**

Animals are not to be brought on campus at any time, by either students or adults. The ONLY exception would be an animal that has been specifically invited to the classroom by the teacher. On those occasions, the school office should be advised of the visit beforehand.

## **BICYCLES**

The safety of our students is of prime importance. While on school grounds, bike-riding students are considered pedestrians and must follow these rules:

1. Bike riders must walk their bikes in approved areas whenever on school grounds.
2. Bike helmets are required and must be worn correctly and safely.
3. Bikes must be parked in the bike racks.

4. Bike riders should lock their own bikes to the rack. The bike cage is locked each day after the start of school and is unlocked before the end of school.
5. Bike riders should register their bikes.

**Students riding self-powered scooters must follow the same safety rules as bike riders.**

Skateboards, rollerblades/skates, motorbikes, electric or gas-powered scooters, spinners, and healies are not be brought to school or used as a means of transportation to or from school.

### **CALENDAR**

Each school year, a calendar of holidays, special events, and dismissal times is sent home. Please post the information in a convenient location for use during the school year. Monthly calendars are also sent. Please keep these to refer to for important information.

### **CELEBRATIONS & PARTIES**

**Student birthdays** will be celebrated in homerooms and will focus on honoring the children as gifts from God. No favors, food, or drink may be distributed in the classroom or on school campus at any time. Any such items brought to school will be sent to an outreach agency. Please advise family and friends not to send gifts or deliveries of any kind to students at school. These will not be delivered to the student. Invitations to birthday parties may be distributed at school **ONLY IF EVERYONE** in the classroom is being included.

**Off-campus parties** should be planned with care to safeguard each student's feelings. Due to legal ramifications, we ask that parents be sensitive to the type of parties/activities they hold, and that small numbers of classmates not be excluded.

### **CHANGE OF ADDRESS OR PHONE**

Please **send written notes** to the office AND to the homeroom teacher in the event of change at any time. It is very important to keep records up to date for emergency purposes.

### **CHEATING**

Cheating includes the following:

1. Plagiarism from internet or published material
2. Sharing of one's work willingly
3. Copying another student's work with or without his/her knowledge and claiming it is original work
4. "Cheat sheets"

Any student who commits one of the violations listed above will receive an "F" on that test or assignment and the student will serve an afterschool detention. That student will be excluded from any honors award for the quarter in which the offense was committed. A conference may be requested with the parents, teacher, principal, and student.

Extra credit cannot be used to raise a grade that has been lowered for cheating. Repeated offenses may result in suspension or expulsion. All incidents of cheating will be documented and reported to the principal.

**CODE OF CONDUCT – PARENT & YOUTH** (See Appendix)

## **COMMUNICATIONS**

### **Parent Communication With Teachers & Staff**

**If parents have concerns, questions, or complaints of any nature, the teacher or staff member should be the first person contacted.** Teachers/staff members will respond to voicemail messages, emails, and handwritten notes in a timely manner. Do not attempt to meet with any teacher/staff member without an appointment. The teacher/staff member will inform the principal of any situations that could be cause for concern.

If the situation is not resolved after communication with the teacher/staff, the matter may then be referred to the principal. Likewise, if after the teacher/staff member has communicated with the parent, the parent is still not satisfied, he/she may request a parent-teacher-principal conference. At that point, a conference with the parents, teacher/staff member, principal, and/or student may take place.

### **Parent Communication with the Athletic Director**

If parents have concerns, questions, or complaints of any nature regarding the athletic program, the athletic director should be the first person contacted via voicemail or email. If the situation is not resolved after communication with the athletic director, the principal may be contacted.

### **Parent Communication with the Principal**

If parents have concerns, questions, or complaints of any nature regarding the administration of the school, the principal should be the first person contacted via voicemail or email. If the situation is not resolved after communication with the principal, the pastor may be contacted.

## **CONFERENCES**

Parent-teacher conferences provide an opportunity to strengthen the partnership between home and school. A conference is scheduled for each child in November. On the days of Parent-Teacher Conferences, students will be dismissed at 12:30 PM. Additional conferences may be scheduled by the teacher or requested by parents. Parents of grades 5-8 students will have the opportunity to meet each of their children's teachers in a planned forum. We recommend that students in these grades attend conferences with their parents.

## **COUNSELING**

Counseling is available to our students and families. A counselor is on site and is available to meet on designated days each week. Parents may also consult with our counselor via voicemail. An information sheet and form to request counseling are included in the Appendix of this handbook.

## **CURRICULUM**

The faculty at St. Christopher School believes in the value of learning, both as a process and as a goal. We intend to provide our students with the skills needed to become lifelong learners. Thus, the academic learning in the following areas is of prime importance:

Religion	Family Life Education
Language Arts	Physical Education/Health
Mathematics	Computer Education
Social Studies	Music in Gr. K-4
Science	Creative Arts Education
Spanish in Gr. 5-8	

Educational opportunities, as well as instructional excellence, receive major emphasis in each curricular offering. Teaching strategies include cooperative learning, hands-on experiences, projects, drill and practice, and real life applications structured to meet the needs, talents, and

abilities of all students. Communication skills, team work, technology, critical thinking, and problem-solving skills are emphasized in order to prepare students for success in the 21<sup>st</sup> century.

We invite parents to become actively involved in working with school personnel to maximize their child's educational opportunities. Since parents are the first and primary teachers of their children, it is important that a cooperative relationship be established between home and school, with the child's best interest being the primary goal.

## **CO-CURRICULAR EXPERIENCES**

### **Religious Experiences**

At St. Christopher School, we strive to assist children in their faith development in a myriad of ways. Some of these include beginning each day with prayer and daily religion classes. Children in 2<sup>nd</sup> grade are prepared for the sacrament of First Eucharist and in 4<sup>th</sup> grade for Reconciliation. Students also help plan and participate in school Masses, school prayer services, and paraliturgies. As an experience of living our Scripture's call to address the needs of the poor, our students donate generously to various charities.

### **Assemblies**

Assemblies are periodically held to enrich the curricular offerings, to foster spirit, or to celebrate special occasions. These may be school-wide, age, or class specific.

### **Field Trips**

Field trip experience is an important part of learning. Please read FIELD TRIPS in this handbook carefully for procedures required for these trips.

### **St. Christopher Caring Kids/Service Learning Program**

The Presentation Sisters' motto, "Not Words, But Deeds," forms the foundation for our Service Learning Program (S.L.P.). This program is designed to encourage a sense of responsibility, compassion for those in need, and commitment to living out the message of Jesus. By providing and monitoring opportunities to serve others in the community, we help our students develop the skills they will take with them into their adult lives.

Students in grades 1-6 participate in Caring Kids in a variety of age appropriate projects for various charities, nonprofit agencies, and convalescent homes. Grade level Caring Kids coordinators, working with the homeroom teachers, plan and organize service-learning events. The support and supervision by parent volunteers of these events is a crucial part of the success of our program.

Students in grades 7-8 participate in the Junior High Service Learning Program. At this level, students are responsible for completing a minimum of 4 hours of service each quarter. Students choose their projects from a variety of in-parish and out-of-parish events. While parental support is still important, this program requires that students assume responsibility for planning and executing their service hours. The student's participation in this program will impact a student's Religion grade. In the 8<sup>th</sup> grade, S.L.P. hours affect the Community Service Awards granted at graduation.

### **Athletics**

St. Christopher students in grades 5-8 may participate in basketball, football, field hockey, track, and volleyball through our Sports Program, which is part of the Valley Youth League - East Division. The goal of the Valley Youth League is to furnish an interscholastic sports program that

will foster in all athletic directors, coaches, participants and spectators, a set of Christian values that will emphasize:

1. Respect for all individuals
2. Building self-confidence and self-esteem
3. Providing an opportunity for all students to participate in sports programs
4. Developing student skills and knowledge of the sport
5. Encouraging a sense of fair play and sportsmanship

Participation in other sports is a parental decision. We strongly recommend, however, that students play only one sport per season. Please see guidelines and regulations governing the Sports Program in the St. Christopher School Athletic Handbook posted on the school website. The Athletic bulletin board is located outside Healy Hall and is used to display school athletic events and participants. Parents are welcome to submit pictures to the designated parent volunteer.

**Please Note: If a student is absent from school for any reason, the student may not participate in any school athletic activity that may take place after school or in the evening of that day.**

### **Other Activities**

At appropriate grade levels, St. Christopher students have the opportunity to participate in Student Council, Odyssey of the Mind, First Lego League, science fairs, art, math and writing contests.

### **DISCIPLINE** (See Appendix: *Parent Code of Conduct/Student Code of Conduct*)

It is the goal of St. Christopher School to provide an environment that develops followers of Jesus, engaged learners, and good citizens. The school will maintain an environment that is safe for students and one which provides a positive learning atmosphere. School discipline policies are developed to be corrective, rather than punitive, with emphasis on developing student responsibility. Classroom and school rules, regulations, and consequences are published openly and are discussed throughout the school year. Discipline will be considered to be effective when students work cooperatively with the administration, the teacher, and their fellow students towards the attainment of the class and school objectives. Students exhibiting recurring and/or serious social or academic problems will be referred for counseling.

### **State Laws Governing Students in All Schools in California:**

Section 10609 Education Code – All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

Section 13229 Education Code – Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playground, or during recess.

Section 10606 Education Code – Any student who willfully cuts, defaces, or otherwise injures in any way any property belonging to a school district is liable for suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the pupil.

Section 10602 Education Code – Continued willful disobedience, open and persistent defiance of authority of the teacher, habitual profanity or vulgarity, smoking cigarettes upon school premises, use, sale, or possession of narcotics on or near the school grounds, defacing or otherwise injuring school property constitute a good cause of suspension or expulsion.

### **Behavior Expectations for Students:**

- \*Enter and exit the classroom in a quiet and orderly manner.
- \*Be in seats and prepared to work when the class begins.
- \*Demonstrate respect for fellow students teachers, staff members, administrators, and yard duty personnel.
- \*Demonstrate respect for the property of the school, teachers, and fellow students.

### **General School Rules:**

In addition to the classroom rules set forth by each teacher, the following list identifies general areas of concern:

- \*Students arriving at school before 7:50 A.M., or who are unattended on campus more than 15 minutes after school has ended, must check in at Extended Care.
- \*Students may only be in the school buildings or in a classroom under the supervision of a teacher or staff member.
- \*Students may not leave the school grounds without written permission from a parent. Parents must sign students out at the school office, and sign the student back in again upon return.
- \*Students may not bring play equipment from home (skateboards, skates/roller blades, balls, bats, etc.)
- \*Students are not allowed to chew gum or eat sunflower seeds while on the school premises.
- \*Students must follow the regulations for uniforms and for non-uniform days. **Please see the policy under “UNIFORMS.”**
- \*It is unacceptable to use the St. Christopher name, initials, logo, or pictures of staff, students, or school activities with anything that is degrading, lewd, threatening, or violent. Deliberate publication on the internet or anywhere else may result in serious disciplinary action, including expulsion.

### **Major Infractions:**

Please note that the behaviors listed below apply both to actions on school property, as well as at school-sponsored activities that take place in another location. These behaviors may well result in suspension or expulsion.

- Actions gravely detrimental to the physical, moral and spiritual welfare of another pupil
- Repeated disruptive behavior that impedes the progress of the rest of the class
- Assault, battery, or any threat of force or violence directed toward any students, school personnel, or persons on school property
- Habitual or persistent violation of school regulations
- Malicious damage or destruction of real or personal property at school (Parents are responsible for restitution for damages)
- Use or possession of firearms, weapons, or other potentially harmful objects used as weapons
- Use or possession of illegal drugs, tobacco or alcohol

### **Consequences for Noncompliance:**

In general, minor disruptive behavior or violation of rules will be addressed by the observing teacher or staff member. The teacher/staff member may decide to notify parents. If the behavior continues or the infraction is serious, the student will be referred to the principal or vice principal. For violations that are more serious, community/school service, classroom removal, detention, or denial of privileges may be recommended. Major violations may result in suspension or expulsion.

### **Consequences shall include, but not be limited to:**

- Conference with pupil

- Parent contact or conference
- Community or school service
- Classroom Removal (see below)
- Detention (see below)
- Denial of privileges and/or participation in school activities, including school athletics
- School suspension
- School probation (behavior contract)
- School expulsion

**Classroom Removal Forms (CRF)** will be issued for more serious infractions that result in the student's removal from the classroom. The student is to report immediately to the principal with the Classroom Removal Form. The student will miss the remainder of the class period, and receive no credit for the class for that day. The student will also be required to serve one hour of detention at the next scheduled after school detention. Repeated behavior that warrants a Classroom Removal Form will result in a conference with parents to discuss disciplinary action.

**Detention** may be issued to students who fail to comply with major school rules or who accumulate minor infractions. The student must serve the next scheduled after school detention. Detention will last one hour, and is held after school on Thursdays. Games, practices, and music lessons are not considered sufficient reason to reschedule a detention. A student failing to serve a detention will receive a second detention.

**Probation (Academic and Behavioral)** may result when students experience continued disciplinary or academic problems in and beyond the classroom. At the direction of the administration and classroom teacher, the terms of such probation will be made clear to the parents during a conference attended by the student, parents, teacher, and principal. A summary of the probation and its terms will be clearly outlined in writing. A student's failure to abide by the condition of the probation may result in expulsion from the school.

### **Harassment Policy**

St. Christopher School believes in the sanctity and integrity of all persons: that we are created in God's image and are of inestimable value. Any form of harassment is completely contrary to this belief and St. Christopher School is committed to providing an environment free of harassment. Therefore, all students and employees of the school are forbidden from engaging in any harassing behavior that is directed at any member of the community: adult, adolescent, or child. This policy also extends to any visitor or guest to the school campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, if St. Christopher School determines that harassment has occurred, it will take effective remedial action (up to and including dismissal) commensurate with the severity of the offense. In addition, appropriate action will be taken to deter any future harassment. Students or employees found to have filed false and frivolous charges will be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to any or all of the following:

1. **Verbal Harassment** - Epithets, derogatory comments, slurs, and jokes; threatening words spoken to another person.

**2. Physical Harassment** - Unwanted physical touching or contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**3. Visual Harassment** - Derogatory, demeaning or inflammatory posters, cartoons, photography, written words, drawings or gestures.

**4. Sexual Harassment** - Unwelcome sexual advances and propositions, threats, or demands to submit to sexual requests, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment status or progress.
- B. Submission to such conduct by an individual is used as the basis of academic or employment decisions affecting the individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance, or of creating an intimidating, hostile, or offensive educational environment.
- D. Specific examples of sexual harassment include, but are not limited to
  - Making unsolicited sexual advances and propositions.
  - Using sexually degrading words to describe an individual or an individual's body.
  - Displaying sexually suggestive objects or pictures.
  - Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

**5. Retaliation** - Reprisal or threat of reprisal for having reported or having threatened to report harassment.

**It is the responsibility of all individuals to:**

1. Conduct themselves in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately tell anyone harassing him or her that the behavior is offensive and unwelcome.
4. When told that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, that person must cease the conduct immediately.
5. Report all incidents of discrimination or harassment to the principal.

**The harassment policy applies to all children and adults on campus.**

### **EMERGENCY INFORMATION**

Emergency forms are kept on file in the office in the event of illness, injury, or other problems. **We ask that you list only people who are readily available to assist your child if we cannot reach you.** Emergency information **MUST** be complete and on file at the beginning of the school year. Immediately inform the school office of any changes in telephone numbers, addresses, or alternative contact names.

The Diocese also requires that parents sign and submit an "Authorization to Consent to Emergency Medical Care" form for EACH child in school.

### **Emergencies and Drills:**

If a serious accident occurs while you are on yard duty:

1. Stay with the injured child and send another child to the office for assistance.
2. Do not attempt to move the child.

3. Stop any bleeding by applying pressure. Wear rubber gloves when administering first aid. Always use universal precautions. *See Appendix.*
4. If possible, keep the child warm (there is a blanket in the office or use jackets, etc.).
5. The office will call home for the parent's permission to act.
6. Write down the specifics of the incident as soon as possible and turn your report in to the office.

### **Earthquake Drills**

A practice begins with this message: "This is an earthquake drill." The drill should be done in silence. If the fire alarm rings, evacuate the school building following the procedure for fire drills.

#### **Inside School:**

Students and staff will "DROP", meaning that everyone must immediately take protective position under desks or tables with backs to windows. The protective position is that everyone is on their knees, closing eyes, covering ears with forearms, protecting the face with arms, and making the body as small an object as possible. If under a desk or table, hold on to the leg of it.

#### **Teacher:**

Move to back doorway and open the door. Use the doorway as your protection.

#### **Outside School:**

If an earthquake occurs while students are outside the buildings, the "DROP" command should be given only after students have moved away from the buildings.

#### **Teachers and Yard Duty Personnel:**

Move students to large parking lot. Be aware of poles or any potential hazards in the area. Give the "DROP" command. Students will sit on the pavement.

### **Fire Drills**

1. Drills will be held once a month, beginning in September and continuing throughout the year.
2. The procedure for exiting in case of fire should be clearly defined in every room of the building.
3. Students are to exit first with adults following.
4. Carry your class register and your emergency backpack out with you during fire drills.
5. Close the classroom doors after everyone has evacuated.
6. The entire evacuation is to be done in SILENCE.
7. A student from each classroom should be sent to report attendance to the principal.

### **Lock Down Drills**

In the event that a danger exists outside the classroom, a signal will be given that indicates that all classes should go into "lock down" mode.

#### **Teachers:**

1. Be sure that both classroom doors are locked.
2. Blinds must be lowered and closed.
3. Students and teachers move away from windows and sit on the floor, facing away from the window.
4. Read to your students or provide some other quiet activity so that intercom or outside noises can be heard.
5. Remain in "lock down" mode until word is given from the office to resume regular activity.

6. The code for “lock down” is either CODE BLUE (trouble in the area) or CODE RED (intruder on campus).

### **EMERGENCY DISMISSAL**

In the event of a natural disaster, fire, earthquake, riot, etc., NO CHILD WILL BE RELEASED TO ANY OTHER PERSON EXCEPT THE PARENT, OR A PERSON DESIGNATED BY THE PARENT. Your child will be kept at school until you come to get him/her. Do NOT call the school should such a disaster occur, and do not take someone else's child home with you, even if you car pool with that child regularly. This could cause confusion and concern.

### **EXTENDED CARE (ST. CHRIS KIDS)**

All students are automatically enrolled in our extended care program. This program is available on a regular or drop-in basis.

#### **A. Purpose**

The extended care program was created to meet the increasing need for quality extended day care. Our school extended day program is available only to those students enrolled at St. Christopher School. It is staffed by qualified personnel under the direction of the principal.

#### **B. Philosophy**

Our goal is to provide a safe and enjoyable environment where a variety of activities will offer opportunities to build social, athletic and artistic skills.

#### **C. Location**

The program operates out of the Nano Nagle Center.

#### **D. Discipline**

Students are expected to observe and follow all of the school rules and the rules established for Extended Care. The director will contact parents regarding ongoing problems.

#### **E. Homework**

A separate study hall area is provided for homework. It is the students' responsibility to have assignments when they arrive at Extended Care. The staff is happy to help but is not responsible for the quality of the child's work.

#### **F. Telephone**

The telephone number for Extended Care is **448-2591** and is for emergency use only. We do have an answering machine if you wish to use it.

#### **G. Medication**

The staff will dispense any necessary medication with signed instructions from the parents. Please see director for form.

#### **H. Fees**

There is an hourly fee for extended care, based on fifteen minute increments. Billing is sent via the Tuesday envelope. All payments must be received by the date on the bill, or a late fee will apply.

#### **I. Illness**

Parents must be available to come for a child who becomes ill at Extended Care,

#### **J. Emergencies**

An emergency card on file in Extended Care is required for every student. The information given must be kept current. First aid will be administered on the premises if the child receives a minor injury.

#### **K. Snack**

A snack is provided to each student every day.

#### **L. Electronic Devices**

Students may bring electronic devices/games for use at Extended Care, however the school is in no way liable for any loss or damage incurred. Use of these games is at

the discretion of the Extended Care staff.

#### **M. Supervision**

The students will be supervised at a ratio of approximately one leader per seven to twelve students. All leaders will manage student behavior and strive to maintain a safe and orderly environment.

#### **N. Sign in/sign out procedures**

The following procedures are designed with the safety of our children in mind.

1. In the morning, a staff member will sign in your child, who will then be dismissed to class at 8:05 AM. Children arriving before 7:50 must go to Extended Care. Staff will gather children dropped off outside and sign them into the program.
2. At school dismissal time, the children using Extended Care should go directly to Nano Nagle Center. Children not picked up within fifteen minutes of school dismissal will be checked into the program by a staff member and will be charged from the dismissal time. **Students are not permitted to wait to be picked up outside the fenced school yard.**
3. Children requiring Extended Care following after school activities onsite should check into Nano Nagle after attending the activity.
4. Children can be released from the program only if signed out by a parent or person authorized on the emergency card. Send a note with your child if someone else will be picking up your child on a specific day. Identification is required of those persons not known to our staff. **Telephone calls authorizing someone to pickup your child are not allowed at any time.**
5. A late fee is assessed when a child is not picked up by 6 PM. This late fee may be increased if children are repeatedly left at Extended Care after 6 PM.
6. Any child not signed out by the parent when picked up will be charged for Extended Care use until 6 PM.

#### **FIELD TRIPS**

Field trips are privileges and students can be denied participation if they fail to meet academic and behavioral requirements. A signed permission form is required for all field trips. **If your child forgets to bring home the form, please make a copy of the one included in this handbook, fill in the appropriate information and return to school.** Students who fail to submit the proper form will NOT be allowed to participate in the field trip. We cannot accept forms other than the one adopted by the Diocese/school. Permission given over the phone is not acceptable.

A driver/chaperone for field trips follows the teacher's directions and the guidelines listed on the Field Trip Information Packet. School uniforms are worn on field trips unless otherwise noted. **Because chaperones/drivers are responsible for the children in their charge, younger children may not be taken on field trips. Teachers rely on the vigilance of chaperones to maintain an orderly and safe educational experience.** Drivers on field trips are normally parents or grandparents of the students. Family friends may not serve as drivers.

**In grades K-6 no more than five passengers are permitted in any vehicle. In grades 7-8 no more than six passengers are permitted in any vehicle.** Each passenger must wear a seat belt. A child under the age of ten may not be seated in the front seat of a car with a passenger side air bag. Students who are under six years of age or have not reached 60 pounds in weight must use an approved booster seat while on field trips.

According to insurance regulations, drivers are expected to drive directly to the field trip site and return directly. No stopping at unspecified locations. YOU MAY NOT PROVIDE TREATS FOR CHILDREN THAT ARE IN YOUR CAR, AS THIS CAUSES A PROBLEM WITH STUDENTS IN OTHER CARS, AND, MORE IMPORTANTLY, YOU MAY BE TRANSPORTING A CHILD WITH FOOD ALLERGIES.

Due to insurance regulations, everyone driving for a school activity must complete a **Field Trip Driver Information Sheet** providing insurance information, and a driver's license number. Field trip drivers must be at least 25 years old. **A copy of your insurance coverage must accompany this form. Please complete and return to school as requested. Parents must keep insurance, car registration and driver's license information current with the school office. As you renew these items, please make copies and forward to us for easy updating.**

### **GRADING AND HONORS**

Student grades will be posted online via SchoolSpeak and updated every two weeks. Parents are asked to acknowledge these as they are posted.

**Report cards** will be posted online at the end of each quarter and will contain grades in subject areas, conduct, effort, and homework. Parents are encouraged to emphasize the grades in conduct, effort and homework. Report cards should be signed off by a parent as soon as possible after posting. Please direct any questions to the teacher in a timely manner. A student who is absent for fifteen days in any quarter will not receive a report card for that quarter.

At the end of the year, a printed copy of the final report card will be produced for school files and another for the parents. See the school calendar for period end dates.

*Report card copies are sometimes required by sports teams. Parents who expect to register students for teams should print a copy of their children's report cards each quarter.*

#### I. Grading Policies

A. Quarterly report cards are distributed four times a year for all grades with the exception of kindergarten and first grade. Kindergarten and first grade begin report cards in the 2nd quarter. The formatting of the report cards follows diocesan policy:

1. Kindergarten uses progressive reporting: Introduced/Developing Skills, Demonstrating Skills, and Needs Improvement.
2. Grades 1-3 evaluate student success as: Outstanding, Successful, and Improvement Needed.
3. Grades 4-8 assign letter grades to students in academic, conduct, and effort categories: A, B, C, D, and F

*Grading Scale:	A	96-100%	C	74-77%
	A-	92-95%	C-	70-73%
	B+	89-91%	D+	67-69%
	B	85-88%	D	64-66%
	B-	82-84%	D-	60-63%
	C+	78-81%		

#### II. Quarterly Honors for 7th and 8th Grades

A. Academic Excellence Award

1. An "A" average in academic subjects, with no grade lower than "B"
  2. An "A" average in conduct and effort, with no grade lower than "B"
  3. "P" in physical education and computers
- B. Academic Achievement Award
1. A "B" average in academic subjects, with no grade lower than "B"
  2. An "A" average in conduct and effort, with no grade lower than "B"
  3. "P" in physical education and computers
- C. Outstanding Achievement in Conduct and Effort
1. All "A's" in conduct and effort
  2. Academic grades at or better than "C"
  3. "P" in physical education and computers

### III. Graduation Academic Awards

Please Note: Criteria for graduation academic awards are the same as those for quarterly honors (see above), but reflect grades earned throughout all 4 quarters of 8<sup>th</sup> grade.

### IV. Other Graduation Awards

- A. Altar Server Award
1. Have faithfully served St. Christopher Parish during 7<sup>th</sup> and/or 8th grade
- B. Athlete Awards (sponsored by Holy Name Society)
1. Scholar Athlete Award
    - a. Has received academic honors during 8th grade
    - b. Recognized as an outstanding athlete for grades 5-8
  2. Outstanding Athlete Award
    - a. Demonstrated outstanding sportsmanship and athletic skill for grades 5-8
- C. Community Service Award
1. Met the quarterly minimum (4 hours) for each quarter during 8th grade
  2. Completed 30 or more hours of service during 8th grade
- D. Bible Awards (sponsored by the Bishop O'Dowd Council of the Knights of Columbus)
- E. Synopsys Science Awards
1. Participation Awards
  2. Achievement Awards
- F. Musician & Choir Awards
- G. Presidential Fitness Awards

## **HOMEWORK**

In grades K-8, homework is expected of all students. Homework policies for each teacher are sent home at the beginning of the school year and teachers post homework on SchoolSpeak. Please check **SchoolSpeak** before contacting the teacher about homework concerns. You may also contact a classmate for information.

## **HOT LUNCH (SEE LUNCHES/SNACKS)**

## **INSURANCE**

The Diocesan insurance policy covers every student enrolled in school. If a student is injured and needs medical attention, parents should request an insurance form from school within five days. Injuries received during school supervised activities, and within one hour of arriving or departing from school are covered. Coverage is supplemental to the family's own medical insurance.

## **INVITATIONS**

Please **do not** distribute party invitations on school grounds UNLESS the entire class is to be invited. Invitations must otherwise be mailed. **The Tuesday Envelope and classroom folders are not to be used for this purpose.** Students must not bring party gifts to the school unless all are invited to the same party.

## **LIBRARY**

Students in grades 2-8 are permitted to have two books checked out at any given time. Books are due two weeks from the day of checkout. First graders are allowed one book for one week. Books must be returned in order to check out new books.

**Overdue books** Homeroom teachers are notified of overdue books each week. Parents receive an email regarding overdue books. When books are two weeks overdue, a 2<sup>nd</sup> email is sent to the parent(s). If a book is not returned by the end of that week, an afterschool detention will be issued and the book will be considered lost and will need to be replaced.

**Lost books** must be replaced. Families have the option to replace a book on their own or have the library staff purchase one. All books must be replaced with the same quality as the original. The replacement fee for any lost book is \$25.

**Birthday Books:** Prior to a child's birthday, a notice is emailed detailing the specifics of the birthday book program. Books must be returned two weeks after they are received. Students always have the option of renewing the book.

## **LUNCHES/SNACKS/HOT LUNCHES**

All lunch bags and containers must be clearly marked with the student's name and grade. We strongly encourage healthy food for your child's lunch and snack. Parents should supervise the contents of lunches and snacks brought to school. Many primary grade students have difficulty opening food packages and containers. To ensure that our yard duty supervisors can focus their attention on the safety of all students, please check that your child is able to open any containers on their own.

**The school does not allow:**

- \*Soda or carbonated beverages**
- \*All unshelled seeds and nuts**
- \*Glass containers**
- \*Fast-food lunches**
- \*Candy**

If your child forgets to take his/her lunch, DO NOT bring it to school. This is a valuable lesson in responsibility and our students are accustomed to sharing their lunches with those who forget.

**Many Thursdays during the school year are designated as Hot Lunch Days for grades 1-8.**

These are noted on the monthly school calendar. The catering company we use is Impromptu. Ordering and payments will be done online at ([www.impromptucatering.com](http://www.impromptucatering.com)). This information will be available at the beginning of the school year. Ordering must be completed by the designated date in order to receive hot lunch. The website for ordering Thursday hot lunch is [www.impromptucatering.com](http://www.impromptucatering.com) The office phone number is 408-871-9922.

On some Fridays sixth and eighth grade parents will host a pre-ordered only pizza lunch sale for students in grades 1-8 to raise funds for science camp and graduation expenses. These days are calendared.

## **MEDICATION**

According to the Education Code, medication may only be administered by responsible personnel in school if the following guidelines are met:

1. Parents must submit the official Medication Form detailing the amount and time to administer the medication. (See Appendix) Additional forms are available in the office.
2. A school official should receive and release the medication. Only a small amount, clearly labeled with the pupil's name, should be retained in a locked, safe place.
3. The school is not obliged to remind or caution the pupil.
4. Tylenol can only be administered under the above guidelines. We are unable to administer Tylenol without the completed Medication Form.

### **NONDISCRIMINATION POLICY**

St. Christopher School does not discriminate on the basis of race, gender, color, or national or ethnic origin in the administration of its educational, admission, financial aid, or employment policies, or in the administration of its school related programs.

### **NOTICES/TUESDAY ENVELOPE**

Although we are working hard to have SchoolSpeak be our instrument for parent communication, some notices still go home on Tuesdays in the "Tuesday Envelope" with the eldest child in the family. Parents are to remove the information from the envelope, read it, and put it in a safe place for reference. The envelope should be signed and returned to school on **Wednesday**. Please indicate the total number of hours you have worked for the school/church community that particular week.

The Tuesday Envelope's primary purpose is to communicate important SCHOOL and PARISH news. **All information to be sent home must have office approval and reach the office by Friday. The Tuesday Envelope is not to be used for private correspondence, such as invitations.** There is a \$5.00 fee for replacing the Tuesday Envelope.

### **PARENT CODE OF CONDUCT**

Parents are given a Code of Conduct at the beginning of each year. Parents are asked to read the guidelines for appropriate behavior at school and school events and acknowledge that they agree to abide by those guidelines.

### **Recommended Transfers:**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. After repeated attempts to resolve concerns, if parents become persistently and overtly uncooperative with the school staff, policies, regulations, or programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children, the principal may recommend the transfer of a student. See PARENT CODE OF CONDUCT in Appendix.

### **PARENT VOLUNTEERS**

Parent help offers a wonderful opportunity for parents to be a part of their child's school experience and is expected and very much depended upon for the successful operation of our parish school. Each classroom teacher will plan a schedule and ask for parent help. **We encourage 20 hours per parent each school year to support school and parish endeavors, projects, and events.**

### **PICTURES**

In the fall of each year, school pictures are taken of all our students. These pictures may be purchased, but there is no obligation to do so. **Students' photos may be taken at school activities, but are not allowed to be posted on a website without permission.**

### **PROMOTION AND RETENTION**

All cases of retention are handled on an individual basis after conferences between parents and teacher. The final responsibility for a student's promotion or retention rests with the principal. (5134-Administration Handbook) If the school recommends retention and the parents refuse, the child may be promoted. If the same recommendation occurs in a subsequent year, parents must accept the school's recommendation or withdraw the child from the school.

## **RECESSES**

All students receive a recess each morning, and another following lunch. Balls and play equipment are provided by the school for the students' use at recess. Outdoor play equipment is not to be brought from home. Quiet games for rainy day fun may be brought to school at the direction and discretion of the teacher.

**Please Note: The school assumes no responsibility for any games brought to school by students.**

**Yard duty supervisors are to be obeyed and treated with respect at all times. Yard duty supervisors should take care of any discipline problem, when possible. A teacher should be notified about a specific problem.**

## **Yard Regulations**

1. Students are to remain seated at assigned tables under the overhang to eat until dismissed by a teacher or yard duty supervisor.
2. No food may be eaten away from the tables, on Big Toy, or on the blacktop.
3. Garbage is disposed of AFTER dismissal for play. If asked to pick up trash, students should respond graciously.
4. Play equipment must stay in barrels until dismissal for playtime. No play equipment may be brought from home.
5. Play equipment must be used as intended (i.e., jump ropes are for jumping). No game may be played that involves deliberately intending to hit a child with a ball.
6. Students are not to play in or around the restroom.
7. Students are not to bring play equipment into the restroom.
8. Students should use the restrooms BEFORE the bell rings to end lunch. They should also use the drinking fountain and wash hands before this bell.
9. All outside eating and play areas are to be clean before the students come in for afternoon classes.
10. Follow Big Toy rules:
  - No running or chasing
  - No throwing tan bark
  - No walking up the slide
11. Students may not go over the fence, on to the roof, or beyond the playground boundaries to retrieve play equipment. (Please notify Mr. Pena-Ramirez so that he can retrieve these at his convenience.)
12. It is expected that students follow the school's behavior expectations. Detentions will be issued by yard supervisors and carry the same penalties as all other detentions.

## **RIGHT OF ACCESS**

Parents of our students have the right:

1. To inspect and review the student's education record
2. To challenge and request the amendment of said record to ensure that the record is not inaccurate, misleading or otherwise in violation of the student's privacy or rights
3. To consent to disclosures of personally identifiable information in the records in cases where the school is not already authorized to do so
4. To know where copies of the complete current record policy are located and to have access to

a copy of the policy

### **SCHOOL RECORDS**

Records are available to all parents. Phone for an appointment if you wish to view your child's permanent records. The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and information regarding the academic progress of their children, unless there is a court order specifically stating that the noncustodial parent is denied access to such information. In this latter case, the custodial parent should provide the school with a court-certified copy of the custody section of the appropriate decree.

### **\$CRIP PROGRAM**

Each family in school is obliged to participate in our school's \$CRIP PROGRAM. The obligation is \$3,500 a year, beginning in May and ending the following April.

### **SEARCH AND SEIZURE**

The school's administration has the right and duty to protect the health, welfare, and safety of students against drugs, weapons, and anything else that may be harmful to a student. The school/parish is co-tenant of desks, lockers, and computers, and reserves the right to search them at any time without notice. The administration reserves the right to inspect or search any desk, locker, computer, notebook, backpack, cell phones or other personal items on school premises on suspicion of a threat to themselves or others.

### **SPORTS ACTIVITIES**

The St. Christopher School Sports Program's goal is to further develop the complete growth of the student. The main purpose is to teach the games being played, broaden the talents and abilities of the individual, generate team spirit and cooperation, and promote good Christian sportsmanship at all times by all involved in the program. Our school sponsors team activities for students in grades 5-8 in volleyball, basketball, flag football, and softball. We participate in the DSJ Catholic Athletic League/East Division. Teams presenting various classes in school compete with those from other schools. Valley Youth League determines participation levels.

The Holy Name Society primarily funds St. Christopher School Sports Program. Student athletes are assessed a nominal fee. All coaches are required to embrace the school philosophy on athletic endeavors. The cost of the Sports Program is substantial and the upkeep of all equipment is the responsibility of each participant. Uniforms should be kept clean and in good condition. St. Christopher issued uniforms are to be worn at all games. No cutoffs or other shorts or shirts may be worn. At the end of each season, ALL UNIFORMS MUST BE CLEANED AND RETURNED PROMPTLY. The participants may not keep any uniforms.

On game days, team players are expected to remain in their classrooms until dismissal. Adequate time is provided for travel to other schools for games.

### **Eligibility:**

Athletic team players are expected to earn a "C" or better in conduct, effort, and homework in all subjects. Failure to do so will result in the player being put on probation for two weeks. During this 2-week probation, the player will practice with the team, and play in any games, which may occur during this period. At the end of the probationary period, the principal will send a report form to the teacher from whom he/she earned the "C-", "D" or "F". If no improvement is noted, the player will be removed from the team.

**Please Note:** If a student is absent from school for any reason, the student may not participate in any extracurricular school activity (e.g. athletic activity, service learning, etc.) that may take place after school or in the evening.

Complete details regarding our sports program are stated in the St. Christopher School Athletic Handbook.

### **STANDARDIZED TESTING PROGRAM**

Annual achievement testing is scheduled for all students in grades 2-8 in September of each year. (Avoid medical-dental appointments during this time.) The results of these tests are shared with parents during conferences in November. Students in grades 2-3 scoring below the thirtieth percentile will be retested in the spring. Any additional testing for a child is arranged on an individual basis and is determined by need.

### **STUDENT ASSISTANCE TEAM**

This team may consist of an administrator, counselor, learning specialist and classroom teacher. This team exists to meet the needs of any student who requires assistance beyond the ordinary classroom procedures. The Student Assistance Team and the parents work together to develop and implement a plan designed to help the student achieve greater success.

### **STUDENT COUNCIL**

Christian leadership and responsibility are developed through involvement in the Student Council. The Council sponsors various spiritual, social, philanthropic, and fundraising activities during the school year. Students in grades 4-7 elect the six Council officers in April/May.

The requirements to run for Student Council office are:

1. Academic Grades (for the 1st, 2nd, and 3rd quarter of the current school year)
  - a. An average of 3.0 or better in subject grades, with no grade lower than C
  - b. No grade lower than B in Conduct or Effort
  - c. No school suspensions for the current school year
  - d. If elected, these requirements must be met each quarter  
(Failure to meet these requirements will result in probation and possible removal from office)
2. Approval Process
  - a. Must have approval from his/her parent(s)
  - b. Must have attended St. Christopher since the previous September
  - c. Must have approval from the homeroom teacher, principal, and Student Council moderators
3. Participation
  - a. Must attend Leadership Training Workshop(s)
  - b. Must attend all Student Council meetings  
(Three unexcused absences or tardies will result in removal from office)
  - c. Must perform the duties of the office to which elected
  - d. Must demonstrate good leadership and communication skills

Class representatives from grades 1-8 periodically attend student council meetings.

### **SUPPLIES**

Before school closes in June, a list of school supplies for your child is sent home so you can purchase these supplies over the summer. Supply lists are also available on SchoolSpeak and the school website. Parents are asked to keep supplies replenished throughout the school year. Supplies for kindergarten students are given out at the beginning of the year to assure uniformity.

## **TARDINESS**

### **Tardy to School**

Students are considered tardy if they are not inside the classroom by the second bell, 8:05 A.M. for grades 5-8 and 8:20 A.M. for grades 1-4. Tardy students will be asked to go to the school office to obtain a late slip. Each student will be admitted to class as tardy up to three times each quarter. After the 3<sup>rd</sup> tardy, the student is sent to the office and the parents are notified. The student may serve an afterschool detention and the principal may discuss excessive tardies with the parents.

## **TELEPHONE & ELECTRONIC DEVICES**

The telephone in the school office is used for school business. School personnel will make calls to parents regarding school business. No child may be called to the phone during school hours; however, **in an emergency only**, a message will be taken and delivered to your child as soon as possible. *Arrangements for after school transportation and activities must be made prior to coming to school. Please do not change these arrangements by phone once a child has come to school.*

### **Student Usage of Phones**

**A student who needs to make a call on the office phone must have permission from the teacher. Students are never allowed to use the classroom phones to call out and students may never use personal cell phones during school hours. After school, students must exit the classrooms before accessing their cell phones.**

It is recommended that cell phones not be brought to school, but if absolutely necessary, they must be kept in backpacks and may not be seen, heard, or used during the school day. The consequences for a cell phone taken out of a backpack and/or used or heard during school hours are as follows:

First offense:	Phone confiscated and returned to a parent/guardian after payment of a \$10.00 fine
Second offense:	Phone confiscated, returned to a parent/guardian after payment of a \$25.00 fine, and the student serves an afterschool detention
Third offense:	Phone confiscated, returned to a parent/guardian after payment of a \$50.00 fine, the student serves an afterschool detention, and the student's cell phone will be kept in the office during school hours

### **Electronic Devices**

It is not recommended that students bring electronic devices to school, however if the electronic devices are brought to be used at daycare or are allowed at the direction and discretion of the teacher, the devices must remain turned off and stored in a student's backpack during school hours. The school assumes no liability for damage or loss of any such equipment.

## **TEXTBOOKS**

Students are responsible for keeping books clean, covered and labeled. Student families must pay for any textbook or library book that is lost or deliberately damaged.

## **TIME SCHEDULE**

Kindergarten: AM session 8:05-11:25 PM Drop off time is 8:00-8:05  
PM session 11:45-3:05 PM Drop off time is 11:40 (no earlier, please)  
WED. AM session is 8:05-10:25; PM session is 11:45-2:05

Grades 1-4: 8:15 Bell for beginning of class  
Children awaiting the first bell are required to be seated on a bench or at a table.  
8:20 Tardy bell  
10:00-10:20 Recess  
12:00-12:40 Lunch  
2:10 Dismissal time most Wednesdays  
On the third Wednesday, dismissal time is at 12:30  
3:00 Dismissal time M-T-Th-F.

Grades 5-8: 8:00 Homeroom bell for beginning of class  
8:05 Tardy bell  
8:15 First Class  
10:45-10:55 Recess  
12:35-1:15 Lunch  
2:10 Dismissal time most Wednesdays  
On the third Wednesday, dismissal time is at 12:30  
3:00 Dismissal

Children arriving before 7:50 AM and remaining on the grounds after 3:15 PM are to sign into our Extended Care Program. Any parent choosing not to take advantage of this program must make other arrangements for their children away from the school site.

**Please Note: It is unlawful for children to remain on the school grounds unsupervised.**

Students waiting to be picked up after 3:00 will be asked by Extended Care workers to sit on the blue benches. At 3:15 students will be signed in to Extended Care.

**Please Note: Students are not allowed to wait for parents outside the fenced schoolyard.**

## **TRAFFIC**

**Please Note: The student safety patrol officers and faculty traffic monitors have been trained to identify both correct traffic behavior and traffic violations. It is crucial that parents and visitors adhere to the traffic rules and follow the directions of the traffic safety personnel.**

At all times, drivers **must approach the Booksin Avenue entrance so that the school buildings are on the right side.** This allows drivers to enter by making a right turn from Booksin Avenue onto the school grounds. Approaching the school entrance from the north requires that drivers turn left, and this can cause dangerous traffic back-ups. Absolutely no left turns for Booksin into the schoolyard. When leaving the school grounds, drivers **must exit at Curtner Ave. by turning right.**

Drop off procedures offer two choices. We encourage drivers to make use of the drop off lane that exists between the 6th and 8th grade classrooms. Drivers entering from Booksin Av. would drive past Big Toy and Nano Nagle and pull forward in the coned-off drop off lane. Students must exit cars on the right side only. Traffic safety officers will assist students by opening car doors.

Drivers, usually with younger students, who prefer to park and escort the students to the classroom, must use the pedestrian walkways and follow the directions of the traffic safety personnel. **At no time should anyone walk behind a parked car.**

**All crossing of streets must be done in a marked pedestrian crosswalk, such as the one that exists at Booksin Ave. and Curtner Ave. Having students cross in the middle of a block or at corners without a marked pedestrian crosswalk is extremely dangerous.**

For rules regarding bike riders, please read the section on Bicycles.

### **TUITION AND FEES**

The annual fee to register for the following school year is due in the spring of each year along with the completed registration materials. Families may select from these three payment options for the tuition.

- |          |  |
|----------|--|
| Plan I   | The entire tuition is paid in July, by check or automatic bank debit.  |
| Plan II  | The entire tuition will be paid in two equal installments due July 5 and January 5, by automatic bank debit. |
| Plan III | The tuition will be paid in ten automatic bank debits  |

No other tuition plans are available without consultation with and approval by the principal. Failure to pay the full tuition by April of the current school year, and purchase \$3,500 of Scrip by April 30 or the school year may result in refusal to accept a child for the next school year or to permit to graduate.

### **UNIFORM/GROOMING**

Parents are the primary enforcers of the uniform policy and as per the Parent Code of Conduct, "I will ensure that my child is groomed and dressed daily in compliance with school policy." Any student not in full uniform should have a written excuse from home. **Teachers are to keep track of uniform and grooming violations via Uniform Citation forms and contact parents if there is a problem.**

St. Christopher uniforms are sold at Merry Mart at 33 Washington St., Santa Clara, (296-0423)  
P.E. uniforms are sold at California Sports Design, 2878 S. Bascom Ave., San Jose (559-1888)

#### **General Appearance – Boys & Girls**

1. All students are expected to come to school neatly dressed and groomed.
2. Good personal hygiene is expected of all students.
3. Uniforms must be clean, in good repair, and fit properly (not oversized/baggy or undersized).
4. No makeup or nail polish.
5. Hair styles may not be extreme and hair must be its natural color.
6. Jewelry is limited to a watch, ring, and religious medal. No bracelets of any kind.

#### **General Appearance - Girls**

Hair: Must not cover the eyes  
Jewelry: Stud-type earrings are allowed, with only one earring per ear

#### **General Appearance - Boys**

Hair: Must not touch the shirt collar in back and may not cover the ears and eyebrows

#### **Uniforms – Boys & Girls**

**Belts:** Plain black or navy blue belts are worn with slacks and shorts in grades 4-8  
No oversized buckles or belt ornamentation  
**Shoes:** Only athletic shoes that are 90% white, navy blue, gray (not silver), or black

- Shoelaces must be white or black  
 No backless, theme, light-up, spinner, healie, or high-top shoes  
 No plaid, checked, dotted, or designer Vans
- Socks:** Plain white, navy blue, or black without visible logos  
 Socks must be visible above the shoe
- Shorts:** Only the navy blue uniform shorts (from Merry Mart)  
 No corduroy shorts
- Slacks:** School Apparel navy blue twill slacks(Merry Mart) or navy blue thin wale corduroys  
 No wide wale corduroys, cargo pants, or ornamentation on slacks
- Shirts:** White or navy blue knit collared pullover, long or short sleeved without logos  
 White or navy blue knit turtleneck pullover, long sleeved without logos  
 Undershirts must be plain white, short sleeved, without logos  
 Undershirts may not be longer than the outer shirt
- Sweatshirt:** **No sweatshirts other than the St. Christopher sweatshirt may be worn to school**  
 Grades 7-8 may wear the gray junior high sweatshirt (Merry Mart)  
 Students must wear a uniform shirt under the sweatshirt  
 May be worn around the waist during recess and lunch only
- Sweater:** Navy blue V-neck St. Christopher pullover sweater on designated days(Mass, etc.)  
 Grade 8 may wear the sweater on any day
- Jackets:** Acceptable worn to and from school, at recess and lunch, but not in classroom  
 Optional: navy blue St. Christopher fleece jacket (Merry Mart)
- P.E.:** Shirts, shorts, sweatpants, and sweatshirts with the P.E. logo  
 May only be worn on the class assigned P.E. day  
 When a school Mass, para-liturgical service, or special field trip is scheduled on a P.E. day, the regular uniform with dress sweater is to be worn

### **Uniforms - Girls**

- Blouse:** Peter Pan white blouse is optional for grades K-3
- Skirt/Jumper:** Blue plaid jumper required for kindergarten, optional for grades 1-3  
 Blue plaid skirt is optional for grades 1-8  
 Skirt must be no shorter than 2" from the top of the knee in the front  
 Skirt must be no shorter than 3" from the crease of the knee in the back  
 Skirt waistbands must not be rolled
- Tights:** Plain white, navy blue, or black tights are optional  
*No leggings, nylons, or tights with patterns, stripes, or logos*
- Camisoles:** Must be plain white, without logos  
 May not be longer than the outer shirt

### **Non-Uniform/Free Dress**

On occasion, students will be given non-uniform privileges. The majority of these are noted on the school calendar and reminders will appear in the weekly news. If there is a theme for the day, (holiday colors, world cultures, etc.), students are to follow the guidelines established or students may choose to wear the regular school uniform.

**Sunday Best\_ NO JEANS must ever be worn to school when *Sunday Best* is designated**

### **General Non-Uniform Guidelines:**

1. Jeans are acceptable, but must not be excessively baggy or torn
2. Shorts are acceptable, but must be no shorter than the length to which the student's fingertips reach

3. No tank tops or bare midriff shirts
4. No backless shoes or sandals
5. Students who choose to ignore the guidelines will be given a detention

### **Unidentified or Lost Clothing**

**Unidentified clothing is an enormous problem for the school. We cannot emphasize enough the importance of clearly and legibly marking clothing with the student's name,**

### **UNIFORM EXCHANGE**

Once a quarter, our uniform exchange parents will announce an exchange, normally held outside classrooms 2A and 6A in the mornings. At that time, parents may bring in or pick up current, clean and usable uniform pieces.

### **VISITORS AND PARENT VOLUNTEERS**

All parent volunteers must sign in at "Grandma Millie's Corner" before going to a classroom or any part of school, Healy Hall, Kitchen or Walsh Hall, and sign out before leaving. Campus visitors are required to check-in at the main school office.

Parent help offers a wonderful opportunity for parents to be a part of their child's school experience and is expected and very much depended upon for the successful operation of our parish school. Each classroom teacher will plan a schedule and ask for parent help. **We encourage 20 hours per parent each school year to support school and parish endeavors, projects, and events.**

### **Volunteers**

#### **A. Working with students or in the classroom**

St. Christopher depends upon the many generous parents who assist in the classrooms. All our students benefit from this service. It is important for all volunteers to safeguard the privacy of each student. Therefore, **volunteers must keep confidential the information that they learn or observe regarding all children at school.** Such information may only be shared with professional staff members who have a right to know and a need to know. No information gained at school regarding students may be shared with other parents.

### **WEAPONS**

Nothing that is a weapon, may be used as a weapon, or may appear to be a weapon, may be brought to school. Permission is needed from the principal or vice-principal before a student brings such an item to school to be used as a play prop or as part of a student report. Students who bring toy weapons without prior permission may be disciplined as if the items are real.

Kent Campbell  
Licensed Marriage and Family Therapist  
1210 South Bascom Avenue, Suite 114  
San Jose, CA 95128

### **Counseling Services**

St. Christopher School offers access to counseling services for its students and parents to promote academic, social and emotional development. Just as parents must learn to guide their children without a personalized instruction manual, so children must find their own path through childhood and into young adulthood. Often time counseling can be an important resource for children, teens, and adults. For school aged children especially, the stresses or school and changes within the family frequently create situations that impede a student's success in school and affect behavior at home.

**Kent Campbell, Licensed Marriage and Family Therapist (LMFT)**, serves as the school counselor. Students may meet with Mr. Campbell during the school day on Mondays, Wednesday mornings, or Thursdays at St. Christopher. He is also available to meet with students or parents in the afternoons at his office on Bascom Avenue. If you are interested in learning more about counseling services, call Kent Campbell at (408)757-7323 and leave a message requesting a meeting time.

### Referral Procedures

Parents, teachers or students may request time to meet with the counselor. Parents and teachers are encouraged to complete the *Counseling Referral Form* and leave it for Mr. Campbell through the school office or leave a message on his voicemail. Parents may contact the counselor or principal directly; teachers are encouraged to talk to parents before making a referral. Communication with the counselor is confidential.

Students are referred for a number of issues, including changes within the family trouble with social interactions, excessive worries, failure to regularly complete homework, impulsiveness, trouble being away from parents, inappropriate aggression, depression, traumatic events, etc. Parents often seek consultation when sibling arguments become problematic, when a child seems to be very easily upset, or to discuss negotiating different parenting styles within a couple.

### Counseling Process

The counselor usually meets the parents together before meeting with a student. Parents and the counselor identify areas of concern and goals for treatment together. The counselor often will meet with the young person individually for several sessions held once weekly. Mr. Campbell will then meet with parents again to discuss his assessment and refine goals for treatment. This process continues as the counselor meets with the child weekly and communicates regularly with parents, either through conferences in person and/or email/phone messages. Regular communication between the therapist and parents is essential.

The standard fees for counseling sessions are \$75 per session during the school day and \$120 for sessions held in the counselors office off campus.

## St. Christopher School Special Education Resource Services

### Staff & Location

Mrs. Cindy Gibson                      Monday, Tuesday, Wednesday

Mrs. Pat Stacker                        Thursday, Friday

Sr. Rosemary McKean is unofficially on staff as a resource consultant and is available as needed for testing and assessment of students referred for special education.

Offices are located in the Msgr. Allen Center.

### Referral Procedure

Teachers or administrators who find that a student is having particular learning difficulties and could profit from special teaching strategies may refer the student in the following manner:

- \*Discuss the matter with the student's parents. If parents are agreeable to having an assessment to identify learning disabilities or an attention deficit.
- \*Fill out a referral form (located in the work room) and put it in Mrs. Gibson's box. Provide as much information as possible.
- \*Mrs. Gibson will talk with the classroom teacher and the parents, then arrange times to take the student from class for testing. Depending on the tests used, this will typically take from 1-5 hours over several sessions.
- \*When testing and evaluation and written reports are complete, the Learning Specialist will arrange a conference time suitable for parents, teachers, and administrators to meet together to design an intervention plan, which may include some out-of-class tutoring during school time. Such times will be arranged by the special ed teacher and the classroom teacher.

### Fee Structure

**Tutoring Fee:** Students who use the Special Education Resource Service pay a tutoring fee as follows: \$12 per session for small group work; \$18 per session for individual tutoring. Sessions are typically 40-45 minutes in the special education room. Parents who find payment of these fees to be a hardship may apply directly to Mrs. Ivie for scholarship.

**Testing Fee:** Sr. Rosemary, as an independent contractor, charges a professional fee for testing at \$50 per hour. The hours will include those for administering the tests, evaluating and writing the report, as well as the conference time. Parents who find payment of this fee to be a hardship may apply directly to Mrs. Ivie for a scholarship.

All fees are payable to St. Christopher School and should be sent to the attention of the teacher who submitted the billing. Bills for service are typically sent to parents on the first of each month.

### Programs Used

Special education programs are designed individually according to the student's needs, and are usually comprised of a variety of multisensory strategies and techniques, using such programs as Orton-Gillingham, Slingerland, and Lindamood-Bell. Regular evaluations of student progress are shared with the classroom teacher and the parents.

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